

NCVS-522.1
(7/2008)

National Crime Victimization Survey CAPI Blaise *Initial* Training



Classroom Workbook

This document does not contain any Title 13 data or other Personally Identifiable Information. All data are fictitious and any resemblance to actual data is coincidental. Consistent with Field Division policy, any names referenced in practice interviews or other exercises are not meant to refer to any actual businesses, schools, group quarters, or persons, especially any current or former Census Bureau employees.

Household Membership

- 1 Paul Moe is staying in the sample unit, but is looking for another place to live. He has no other residence. Is Paul a household member?

_____ Yes _____ No

- 2 Janet Voe is a paid housekeeper who lives in the sample unit. Is Janet a household member?

_____ Yes _____ No

- 3 When you interview the Zoe household, Mr. Zoe tells you that his daughter Emily is away at college. Is Emily a household member?

_____ Yes _____ No

- 4 When you contact the Coe household, Pamela Coe, the household respondent, tells you that her husband, John, is serving with the Army and stationed in Iraq. Is John a household member?

_____ Yes _____ No

- 5 If you list someone as living and staying at the sample unit as of the night before the interview and then determine at **HSEMEMURE** that the person usually lives somewhere else, what precode do you enter in **HSEMEMURE**?

_____ Precode 1, Yes _____ Precode 2, No

Function Keys

<i>If you press this function key:</i>	<i>You can perform this operation within the instrument during the interview:</i>
F1	<p>QUESTION HELP</p> <p>Displays any help screens for the current question. Help screens are designed to aid you with a particular concept, to define the meaning or intent of a particular word, to provide specific probes, and so forth.</p>
F4	<p>JUMP MENU</p> <p>Accesses a “Jump” menu, which enables you to jump back to a previously answered section of the incident report items. Note that this function only works in the incident report items, which are part of the middle section of the NCVS instrument.</p>
F7	<p>ITEM NOTES/REMARKS</p> <p>Allows you to view or add comments and explanations for the screen current displayed. After pressing F7, a pop-up “Notes” box appears. Enter the text of your note, and then click the “Save” button in the box to leave the F7 notes mode. When F7 notes are entered for an instrument screen, a paperclip icon will appear next to the item name on the form pane telling you that a “Note Exists.”</p>
F8	<p>RETURN</p> <p>Allows you to return or skip back to the item from which you pressed the F10 key, which skips to the end of the interview. This would come in handy if you should press the F10 key by mistake.</p>
F10	<p>EXIT</p> <p>Skips from the present question to the end of the instrument when a respondent breaks off the interview before you can complete it or whenever you must make an early exit from the interview. After pressing the F10 function key, you will skip to the back section of the instrument to the callback screen where you can schedule a callback. The instrument sets a person’s interview status to “partially completed,” so that you can resume the interview for that person later when the respondent is available.</p>

SHIFT + F1	DISPLAY HOUSEHOLD ROSTER Access the household roster at the SHOWROS_CP screen. You can access the household roster at any time during an NCVS interview to reference the information shown on this screen. The SHOWROS_CP screen does not allow you to make changes to the household roster.
SHIFT + F2	FREQUENTLY ASKED QUESTIONS Accesses the help screens for nine frequently asked NCVS questions from the FAQMain screen. These help screens will help you answer respondent's questions.
SHIFT + F5	LANGUAGE Switches to the Spanish version of the NCVS instrument for the current question and all subsequent questions. To return to the English version, press the SHIFT and F5 keys simultaneously again and select "English" from the pop-up menu.
SHIFT + F7	VIEW NOTES Allows you to only view notes. To add more notes use the F7 function key.
SHIFT + F11	SHOW STANDARD ABBREVIATIONS Displays the standard recommended and acceptable abbreviations for the NCVS. Abbreviations can be used to conserve space when entering text in item text boxes that allow only a limited number of characters to be entered.
END	Takes you to the next unanswered question in the instrument path.
CTRL + D	DON'T KNOW Allows you to record a don't know response to a question when a separate "Don't Know" response category is not part of the question answer list.
CTRL + R	REFUSED Allows you to record a refusal to a question by the respondent.
CTRL + T	INTERVIEW TIME PREFERENCES Accesses the BOOST/BLOCK feature of the instrument for you to view or record the best times or worst times to contact the household.

Practice Exercise #1 (Household Roster)

Who to List:

- All persons living or staying at the sample address at the time of your contact.
- All persons who usually live at the sample address, but who are temporarily away for reasons such as visiting friends or relatives, traveling for their jobs, in “general” hospitals, and so forth.
- All children who usually live at the sample address, including infants under 1 year of age.
- Any lodgers, servants, hired hands, and other persons who usually live at the sample address.
- Visitors and other persons who are not household members (do not usually live at the sample address), but are in the sample household at the time of your interview and have stayed at the sample address at least one night before your interview, such as a visitor or student with a usual residence elsewhere.
- Households consisting entirely of persons who are not household members and who have a usual residence elsewhere. If you determine that the entire household has a usual residence elsewhere (URE), you will classify the household as a Type B noninterview, “Temporarily occupied by persons with URE.”

Practice Exercise #1 (Armed Forces)

A household member is considered as “in the Armed Forces” when the person is:

- Serving on active duty at the time of the interview in the U.S. Army, Navy, Air Force, or Marine Corps.
- In the reserve branch of any of the above Armed Services and is currently on active duty status for several months.
- In the U.S. Public Health Service as commissioned officers who are attached to any branch of the above Armed Services.
- In the National Guard in Federal Service (*if his/her unit has become part of the regular forces by Presidential Order.*)
- In the U.S. military academies as Cadets.

Members of the **regular component** of any branch of the Armed Forces are ALWAYS considered to be on active duty, unless they are retired. Members of the **reserve component** of any branch of the Armed Forces are only considered to be on active duty when they have been called to duty by military order and are currently on active duty for several months.

Q: Let’s say that a household member is in the U.S. Army Reserves and spends two weeks on active duty in June of each year. If you are conducting an interview on June 7th and his wife says that he is away on active duty with the Army Reserve, what do you enter in **ARMEDFORCES** and why?

Practice Exercise #2 (Household Respondent)

The household respondent is someone who is at least 18 years old and the most knowledgeable household member, that is, the one who appears to know or might reasonably be expected to know the answers to the household questions. Most frequently this will be the reference person or spouse.

Exceptions:

- In households in which the reference person and/or spouse are under 18, either of them may be the household respondent.
- If **ALL** household members are under 18, interview the most knowledgeable household member as the household respondent.

The household respondent **MUST** be the first person interviewed in a household whether you are conducting the interview in person or by telephone.

Practice Exercise #4

(Noninterview Reasons by Noninterview Type)

TYPE A

- 211 Duplicate/2000 sample design only
- 213 Language problems
- 216 No one home
- 217 Temporarily absent
- 218 Refused
- 219 Other occupied

TYPE B

- 225 Temporarily occupied by persons with usual residence elsewhere (URE)
- 226 Vacant - regular
- 227 Vacant - storage of HH furniture
- 228 Unfit or to be demolished
- 229 Under construction, not ready
- 230 Converted to temporary business and storage
- 231 Unoccupied site for mobile home, trailer, or tent
- 232 Permit granted, construction not started
- 233 Other

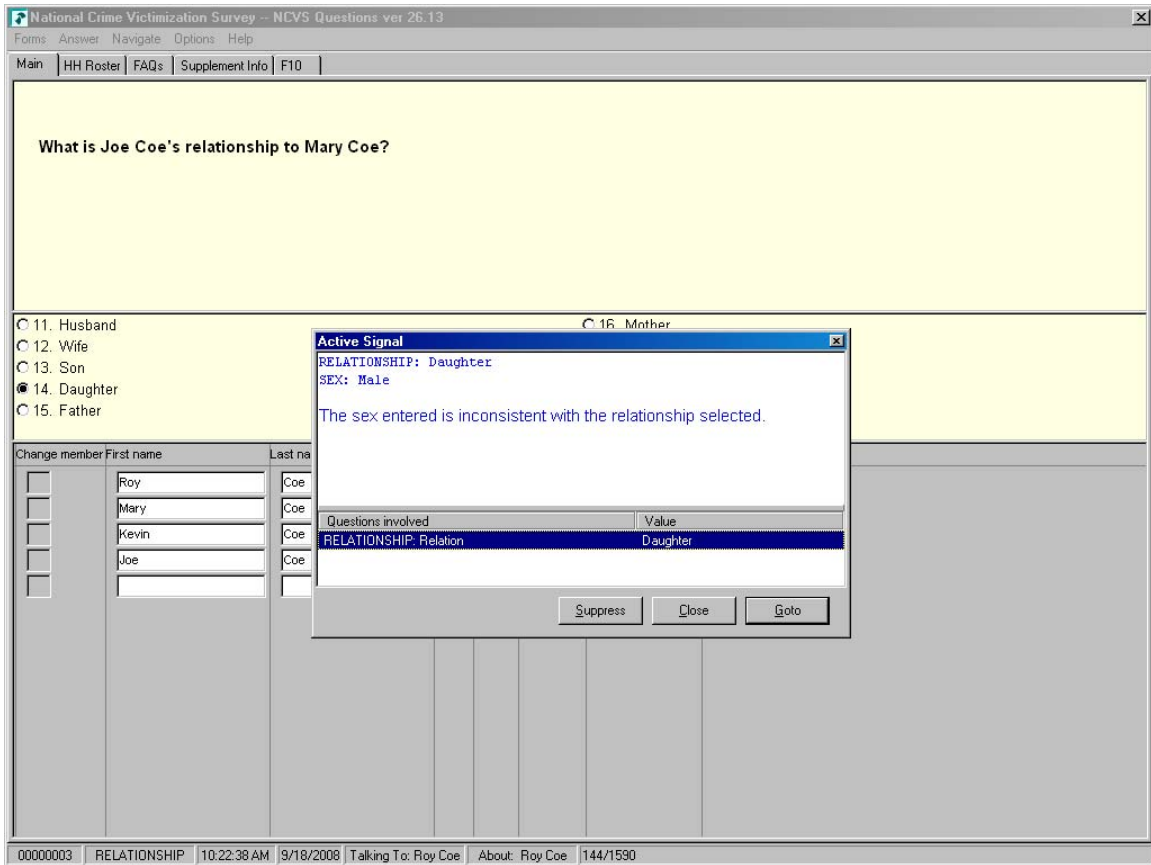
TYPE C

- 240 Demolished
- 241 House or trailer moved
- 242 Outside segment
- 243 Converted to permanent business or storage
- 244 Merged
- 245 Condemned
- 246 Built after April 1, 2000
- 247 Unused line of listing sheet
- 248 Other (including permit abandoned)
- 256 Removed during subsampling
- 257 Unit already had a chance of selection

Practice Exercise #7
(Reference Person)

The reference person is one of the persons who owns or rents the sample unit or is any adult household member if the unit is occupied without payment of cash rent.

Practice Exercise #7 (Example of Soft Edit Screen)



Practice Exercise #7 (Example of Hard Edit Screen)

National Crime Victimization Survey -- NCVS Questions ver 25.13
Forms Answer Navigate Options Help

Main | HH Roster | FAQs | Supplement Info | F10

Did the offender TRY to get in your
(house/apartment/room/garage/shed/enclosed porch)?

1. Yes
 2. No

Location Specify

Live there No

Got inside No

Tried to get in

Evidence of force Yes

What evidence

Window Specify

Door Specify

Oth. Evid. Specify

How off got in

Hard Error

- Inconsistent entries in LOCATION_IN_HOME, OFFENDERLIVE, OFFENDERINSIDE, and OFFENDERTRY. The reported location of this incident was inside respondent's home or lodging but it was also reported that the offender did not live there, actually get in, or try to get in.
- Select GOTO to return to OFFENDERTRY and up-arrow to change entry in LOCATION_GENERAL, OFFENDERLIVE

Questions involved	Value
OFFENDERTRY: Tried to get in	No
OFFENDERINSIDE: Got inside	No

Suppress Close Goto

00000003 OFFENDERTRY 10:27:16 AM 9/18/2008 Talking To: Roy Coe About: Roy Coe 178/1590

Practice Exercise #7 (Reference Period)

Incoming and Replacement Households

For first period households and replacement households, the reference period begins on the first day, six months preceding the month of interview and extends up to the day prior to the day of interview.

Second and Subsequent Enumeration Periods

For second and subsequent enumeration periods, the reference period is from the day of the last interview to the day prior to the current interview. Each person within a household may have a different reference period depending on the day each household member was interviewed.

For households that were a Type A noninterview the previous enumeration or persons who were a Type Z noninterview in previous interview period, the reference period begins on the first day, six months preceding the month of interview and extends up to the day prior to the day of interview

Practice Exercise #7
(Incident Summary for Brian Public)

Use the following information to write your summary report for Brian Public.

Household Roster

L2 Brian Public
L3 Michael Goe
L4 Will Loe
L5 Megan Moe

In 4/06 lawn ornaments stolen from L2's front yard. Ornaments belonged to entire HH. Incident not reported to police because not important enough.

Also L2 didn't want to take the time to report it. Value of property stolen was \$51. L2 doesn't know who took the ornaments.

Practice Exercise #10 (Incident Summary for Michael Goe)

Use the following information to write your summary report for Michael Goe.

Household Roster

L2 Brian Public
L3 Michael Goe
L4 Will Loe
L5 Megan Moe

In 3/06 lawn decorations taken from L3's front yard at night. Decorations belonged to the HH. Incident not reported to police since kid's stuff. Stolen items valued at \$50. Shrubs damaged; cost to replace shrubs was \$50. L3 doesn't know who took the ornaments. No time lost from work.

Practice Exercise #11 (NCVS Proxy Rules)

Household Member Proxy Respondent

The proxy respondent **MUST** be a household member who is at least 18 years old with the exception of those households in which the reference person and/or spouse or all members of the household are under 18 years. In this case, select a knowledgeable household member to serve as the proxy respondent.

Nonhousehold Member Proxy Respondent

A nonhousehold member may serve as a proxy respondent for a household member only if **ALL** of the following five (5) conditions apply:

1. All household members are unable to be interviewed because of health problems or mental incompetence.
2. All the household members have been unable to leave home unaccompanied during the ENTIRE reference period.
3. One of the proxy interviews obtained using a nonhousehold member proxy respondent must be the household respondent's.
4. The proxy respondent is 18 years of age or older.
5. The proxy respondent has had responsibility for the care of the individual household member for the entire reference period.

Practice Exercise #11 (Acceptable Proxy Reasons)

You may obtain information about an individual household member by conducting a proxy interview only under ONE of the following circumstances:

- If a household member is 12 or 13 years old, you should obtain a self-response interview. However, if the parents or guardian refuse to let you speak to the 12 or 13 year old, you may instead conduct a proxy interview with the parent or guardian.
- If a household member 12 years of age or older is temporarily absent and is NOT expected to return to the sample household at all during the entire interview period, you may instead accept a proxy interview for him/her.
- If a household member 12 years of age or older is physically or mentally incapacitated. For a household member to be physically or mentally incapacitated, the person **MUST** be unable to be interviewed due to health problems or mental incompetence. This condition **MUST** be continuous during the entire interview period and **DOES NOT** include colds or flu, drunkenness, drugs, or problems that might be aggravated because the questions are upsetting. Old age alone is **NOT** an acceptable reason for proxy interview.

NCVS DEFINITION OF RAPE

Force sexual intercourse includes both psychological coercion as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). This category also includes incidents where the penetration is from a foreign object such as a bottle.

Practice Exercise #14

FARMSALES

Remember these three things about FARMSALES:

- 1 This question refers to the “**past 12 months.**” If you are interviewing on February 5, 2008, “past 12 months” means January 1, 2007 through January 31, 2008.
- 2 FARMSALES asks for the amount of **farm sales**. Do not include food grown for the consumption of household members themselves; only include farm products that were actually sold.
- 3 This question refers to sales of farm products **from this place**. We are not concerned with who was living on the farm during the past 12 months. For example, if a respondent moved to a farm 5 months ago, it is possible the respondent may know the amount of farm sales during the entire 12 months before the interview.

Exercise: Jimmy Voe bought a cucumber farm two months ago. Since the time he bought the farm, he has sold about \$500 worth of cucumbers. The previous owner, Carl Loe, told Mr. Voe that he sold almost \$800 worth of cucumbers during the last three months that he owned the farm. Which box do you mark in Item FARMSALES?